

Title: Law Librarian

Open and Close Dates: 11/16/2020 to 12/15/2020

Salary: \$59,534 to \$77,396 per year

Appointment type: Temporary - Position will be filled under the Congressional Research Service Graduate Recruit Program. Full-time, temporary with the expectation of subsequent conversion to permanent.

Work schedule: Full-Time - Grad Recruit position.

The Congressional Research Service (CRS) American Law Division is accepting applications under its 2021 Graduate Recruit Program for a Research Librarian. These positions will be filled at the GS-09 level (see "Duties" below).

About the Graduate Recruit Program:

Initial appointments under the Graduate Recruit Program will be made for a period up to 120 days. Initial appointments are expected to convert to permanent, contingent upon the participant's successful performance, completion of all degree requirements, and availability of funding. Those students who return to school to complete their advanced degree program may be eligible for a permanent position once they obtain their degree.

Duties for this position include the following:

The Law Librarians selected under this announcement will:

- - Provide reference and research services to CRS legislative attorneys, policy analysts and congressional clients;
 - Develop search techniques and files for handling specific types of requests;
 - Search the Library of Congress, CRS, and external electronic resources in response to requests for information;
 - Examine publications, electronic resources, and trends in a variety of areas;
 - Develop knowledge of collections for use in performing research tasks; and
 - Assist with the creation and maintenance of databases, web pages, collaborative tools and other information systems.

Candidates earning a Master of Library Science (MLS) or equivalent degree and background working in a library, information center, or research organization are encouraged to apply.

Qualifications:

Who may be considered: Graduate students and Library of Congress employees who meet all of the following eligibility requirements:

1. U.S. Citizenship
2. Current enrollment in or anticipated graduation from an appropriate, accredited advanced degree program. (Library employees who already possess a graduate degree and maintain Library employment status without a break in service may be considered for appointment under the CRS Graduate Recruit Program).
3. Education requirements for a GS-09 appointment (see table below)

EDUCATION REQUIREMENTS FOR LAW LIBRARIAN POSITIONS

GS-09 Grade Level

Two full years of progressively higher level graduate education in library or information science, OR master's degree in library or information science or equivalent graduate degree related to the position, OR enrollment in a master of library or information science degree program or equivalent graduate degree program with one year of relevant work experience equivalent to the GS-07 level.

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

The critical (**) knowledge, skills and abilities (KSAs), gained through education, experience and/or training, needed to successfully perform the duties of the position:

Prior Background and Experience / Ability to Apply Knowledge of Legal Reference Sources in Public Policy Research**

Ability to Provide Reference Services**

Ability to Conduct Information Research with a Legal or Public Policy Focus**

In addition to the critical KSAs listed above, the following competencies will also be addressed during the interview:

Ability to Interact Collaboratively with Others

Ability to Utilize Information Technology

Ability to Solve Problems and Make Decisions

Ability to Communicate Effectively Other Than in Writing

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As shared staff to congressional committees and Members of Congress, CRS experts assist at every stage of the legislative process—from the early considerations that precede bill drafting, through committee hearings and floor debate, to the oversight of enacted laws and various agency activities.

CRS is well known for analysis that is authoritative, confidential, objective, and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees.

CRS is fully committed to workforce diversity. Interested applicants must apply online at USAJOBS <https://www.usajobs.gov/GetJob/ViewDetails/584596400>.